



## PRE-APPLICATION SUBMISSION REQUIREMENTS

Prior to the submission of a preliminary plan of subdivision, a property owner/contract purchaser may submit a pre-application concept plan, also referred to as a pre-preliminary plan, for staff review and comments addressing any aspect of a site's development that is of concern. An applicant may also request that the plan be presented to the Planning Board, for either binding or non-binding decision, to resolve specific issues prior to the preparation of a detailed preliminary plan of subdivision. The inter-agency Development Review Committee (DRC) will review pre-preliminary plans as part of the DRC meetings. **A pre-preliminary plan must be submitted for properties that are proposed for the concurrent preliminary plan/site plan review and approval process; and may be submitted, in advance of a preliminary plan of subdivision, for properties requiring well and septic testing.**

**A pre-preliminary submission that is submitted for staff review only** is intended to be informal. The submission, however, must include a location or vicinity map, a scaled sketch plan and such other information that would be necessary for staff to adequately review and comment on the proposed request.

**For a pre-preliminary submission involving a property proposed for the concurrent preliminary plan/site plan process or for on-site well and septic**, a natural resources inventory/forest stand delineation must be submitted with the pre-preliminary submission package. In addition, for a property proposed for the combined plan process, a traffic study and stormwater management concept must also be submitted for staff review. Submission of these studies early in the process will enable earlier resolution of important site and policy issues that could otherwise delay the combined process.

**For a pre-preliminary plan that is to be reviewed by the Planning Board**, the plan must include all information required to obtain the Board's advice or decision. This information may include: a generalized layout of the subdivision; the location and classification of streets, public rights-of-way, easements and dedications of land; the methods proposed for controlling stormwater; a Natural Resource Inventory/Forest Stand Delineation (NRI/FSD); the relationship of the proposed subdivision with adjacent existing or planned subdivisions; the provision of water and sewer and other utilities; and all other information that the applicant chooses to submit in order for the application to be properly acted upon by the Planning Board. For property classified in the RDT zone, the pre-preliminary plan must show all agricultural areas and identify prime agricultural soils as delineated by the Soil Conservation Service. For resubdivision in residential zones, the applicant should submit data showing how the proposed resubdivision satisfies the resubdivision criteria of Section 50-29(b)(2).

It is strongly recommended that pre-preliminary submissions for property in the RDT zone that will be followed by a preliminary plan application, be submitted for Planning Board review. This will enable the applicant to determine if the proposed lot layout achieves the important policy objective of preserving agricultural land for continued agricultural use. This review is important prior to completion of the septic field review by MCDPS. The staff and Planning Board's review will attempt to balance the need for protecting agricultural fields as a unique resource and the applicant's desire to achieve lot yield as allowed by the RDT zone.

The following material describes the checklist information required to complete a pre-application/pre-preliminary plan application. The checklist must be filled out and signed by the applicant's engineer/surveyor certifying that the application and checklist are complete and ready for processing. Processing of an accepted application shall follow the adopted **Manual of Development Review Procedures for Montgomery County, Maryland**. Copies of the manual are available at the MNCPPC Information Counter at 8787 Georgia Avenue, Silver Spring, MD and on the web at [montgomeryplanning.org](http://montgomeryplanning.org).

Staff will provide an initial review of the application within 10 working days from the date it is submitted. The 10 day review clock will begin the first working day after the application is received. Staff will notify the applicant when the initial application review is complete and ready for pick up. Staff will also schedule an appointment time with the applicant for submission of the final application. **Only final applications will be accepted for review.**

The major items to be submitted with a pre-preliminary plan application include:

1. a complete application form and checklist;
2. fee schedule and worksheet with the appropriate application fee;
3. a statement identifying the nature of the application and the issues to be addressed by the staff and/or Planning Board;
4. a Notice List (1 list and 2 sets of labels);
5. the concept plan drawing; and
6. a PDF image of drawing.

**Any supplemental application information submitted to the M-NCPPC Development Applications and Regulatory Coordination (DARC) Division for a pending application** must be accompanied with a transmittal memo or cover sheet identifying what is being submitted and why. The memo or cover sheet must refer to the M-NCPPC file number. In addition, all revised plans and drawings must show the revision date as part of the title information.

## ITEMS TO BE SUBMITTED WITH A PRE-APPLICATION SUBMISSION

The following items must be submitted as part of a pre-application submission in the number of copies specified on the latest version of the Pre-application Submittal Checklist included in the application form. The form can be downloaded at [montgomeryplanning.org](http://montgomeryplanning.org).

### 1. General Information

#### 1.1 Complete Application Form

The application form must be submitted with all required information provided on the form. The application must be signed by the applicant, and the engineer or surveyor who prepared the plan and supporting information. The applicant may be either the owner of the property; the owner's appointed representative; or the contract purchaser of the property. Written verification is required for anyone other than the property owner. One copy of the submitted application form must contain an original signature.

#### 1.2 Application Fee

The applicant is required to calculate the initial and final application filing fees using the Fee Schedule on the worksheet. Submit the fee and worksheet with the application

#### 1.3 Approved Development Plan, Special Exception, Project Plan Application Number(s) and Opinion(s)

For a property that has an approved or pending zoning development plan, schematic development plan, special exception and/or project plan, the file numbers must be shown on the application form. In addition, the applicable opinion approving such plan must be attached to the application form, if it has been approved.

#### 1.4 Notice List

The applicant must submit a copy of a notice list containing the names and addresses of all persons required to receive notice of the application per Section 4.A. of the **Manual of Development Review Procedures**. The notice list must be submitted as part of the application to the DARC Division. For any pre-application submission that will involve a public hearing with the Planning Board, the notice list must be submitted on two sets of printer labels and one paper copy of the labels. In the event an application is pending for more than one year, the applicant must submit an updated notice list and labels prior to the plan being scheduled for Planning Board consideration.

## 1.5 Certificate of Compliance

The applicant must sign and submit written certification with each application attesting that, to the best of the applicant's knowledge, information, and reasonable belief after reasonable investigation, the application and associated plan drawings conform to all applicable federal, state, and county laws and regulations. For a property that has approved or pending plans as described in 1.3, above, the applicant must also certify that the application conforms to these approvals. An example of the Certificate of Compliance is attached to these instructions and can also be found at [montgomeryplanning.org](http://montgomeryplanning.org).

## 2. **Pre-Application Concept Plan Submission**

### 2.1 Concept Plan Drawings

The applicant must submit copies of the pre-application/pre-preliminary concept plan drawing for distribution to the various public agencies. The copies shall be no larger than 36" by 48", and must be folded "accordion" style to a maximum size of 9" by 14". The drawing must be folded so that the title "pre-application/pre-preliminary plan drawing" appears in the lower right-hand corner.

The following information must be included on the pre-application/pre-preliminary plan drawing:

#### a. Scale

The plan must be a scaled drawing at a scale of 1"=200' or larger (maximum size of 36" x 48") that shows the entire property. If more than one sheet is necessary to show the entire property, a composite plan at a smaller scale (not less than 1" = 400') must also be submitted. The sheets must be folded so that the section numbers and composite drawing are clearly visible without unfolding the drawing.

#### b. Title Information

The title information includes the name of the plan, scale, north arrow, revision block to identify plan revision dates, the identity of the plan preparer (including address and telephone number) and the applicant's name.

#### c. Vicinity Location Map

The vicinity location map must be at a scale no smaller than 1" = 2,000' and must have a north arrow. The vicinity map should identify, for reference, the nearest major road(s) and intersections, proposed master plan roads, nearby local streets and major features such as schools, libraries, shopping centers, etc. that are located near the property.

#### d. Plan Notes

Plan notes, which may include the zoning, size of the plan property, schedule of required/provided zoning standards, density calculations, and etc., should be provided in a tabular format on the plan drawing.

#### e. Applicant's Development Proposal

The drawing should show the proposed lot, block, and street layout for the proposed development. All proposed access points to the property should be shown including designation as either private or public streets. Rustic roads should also be identified on the drawing.

f. Additional Information for Plans that are Submitted for Planning Board Review

In accordance with the requirements of Section 50-33A of the Subdivision Regulations, additional information may be necessary for the staff and Planning Board to fully evaluate a development proposal. Under Section 50-33A(a)(1), a pre-preliminary plan may include, but shall not be limited to, the generalized layout of the subdivision; the location and classification of streets, public rights-of-way, easements and dedications of land; the methods for controlling stormwater; the relationship to adjacent existing or planned subdivisions; provisions for water and sewerage facilities and other utilities; and such other features or information as the applicant may choose to submit or the Planning Board may require in order to reach the decisions requested by the applicant. An NRI/FSD and FCP may be also be required to address forest conservation issues.

In general, the types of information required for a pre-preliminary plan depends on the nature of the applicant's request for staff and/or Planning Board advice. In general terms, more complex or detailed application proposals will generate a need for more detailed information on the concept plan.

g. Certificate of Registered Engineer/Surveyor

If the concept plan contains survey boundaries, topography and/or engineering details, the plan drawing must contain the certification of a registered professional engineer or registered land surveyor as to the source and accuracy of all boundary lines, topographic data, and other engineering or survey information as appropriate. **One copy of the plan drawing with an original signature and certification from the engineer/surveyor must be submitted.**

2.2 Statement Identifying the Nature of the Application and the Issues to be Addressed by Staff and/or the Planning Board

The applicant must provide, in letter form, a narrative description of the nature of the application being submitted. If there are specific issues that an applicant wishes staff and/or the Planning Board to address, the narrative description must include a list of these issues. If the application includes a request for a binding decision by the Planning Board under Section 50-33A of the Subdivision Regulations, the statement must include the facts and reasons that, according to the applicant, would support the Board's decision. Any pre-application submission that is submitted for staff review only cannot be construed as binding the Planning Board to any course of action in the review of a subsequent preliminary plan of subdivision.

2.3 PDF Image of Plan Drawing

The applicant must submit a floppy disk or CD containing a PDF image of the pre-preliminary plan and any other previously approved Development or Project plans (if applicable) with the application. The plan drawings are to be grouped and saved in numerical order within one file and named "Submitted Pre-preliminary Plan". Any Development or Project Plan should each be a separate file named "Approved Development Plan", etc.

**3. Supporting Functional Information/Drawings**

3.1 Supporting Information Required for Plans Using Well and Septic Systems

3.1.1 Requirements for Septic/Well Approvals

For properties that require Health Department approval for on-site water and/or sewage disposal, the pre-application concept plan must be prepared in accordance with Health Department requirements and must show the following information on the concept plan.

- a. Certificate of registered engineer/land surveyor
- b. Three well sites (existing and proposed) for each lot
- c. Sewage disposal area shown (existing and proposed) for each lot
- d. Topography and soils shown
- e. Proposed building locations
- f. Location of existing buildings on the property

### 3.1.2 Natural Resources Inventory/Forest Stand Delineation

An NRI/FSD, prepared in accordance with the forest conservation regulations, must be submitted with the following types of pre-application concept plan applications.

## 3.2 Supporting Information for Applications in the RDT Zone

### 3.2.1 Map showing the Prime Agricultural Soils

In the RDT zone, the applicant must submit a map showing prime agricultural soil, as identified on the Soil Conservation District's Soil Survey of Montgomery County and existing farm fields. This information will help guide the layout of lots so as to preserve prime agricultural areas for continued agricultural use in accordance with the purpose of the RDT zone.

## 3.3 Supporting Information for Residential Resubdivisions

### 3.3.1 Existing Lot Layout

For pre-preliminary plan applications that involve resubdivision of a previously recorded residential subdivision, applicants must submit a 1" = 200' scale zoning map showing a resubdivision "neighborhood" or analysis area clearly delineated. Data for lots in the "neighborhood" demonstrating that all criteria required for resubdivision, as contained in Section 50-29(b) of the Subdivision Regulations, have been satisfied should also be submitted.

## 3.4 Supporting Information Required for Future Concurrent Preliminary/Site Plan Review

### 3.4.1 Approved NRI/FSD

Submit the NRI/FSD to the M-NCPPC Environmental Planning Division at least 30 days prior to the anticipated filing of the pre-preliminary plan application. Because a proposed subdivision must take into account existing forest cover and applicable reforestation or afforestation requirements, staff concludes that a preliminary plan cannot be properly prepared without an approved NRI/FSD. Therefore, **the NRI/FSD must be approved prior to submission of the pre-preliminary plan submitted in anticipation of a concurrent preliminary/site plan application.**

The NRI/FSD must contain all information required by Chapter 22A of the County Code, the Forest Conservation Law. This information includes, but may not be limited to, the following to cover the proposed development area and the first 100 feet of adjoining land around the perimeter or the width of adjoining lots, whichever is less.

- a. Property boundaries
- b. Topography at a minimum scaled of 1" = 200' with contour intervals of no more than 5'
- c. Location of perennial and intermittent streams, 100 year floodplains, 25' building restriction lines and stream buffers
- d. Location of wetlands and appropriate buffers
- e. Soils
- f. Rare, threatened or endangered plants, animals and critical habitats
- g. Aerial extent of forest and tree cover with the acreage and an inventory of the existing forest
- h. Cultural features and historic sites
- i. Vicinity map at a scale of 1" = 2,000'
- j. A proposed preliminary subdivision plan must take into account the priority areas identified on the NRI/FSD.

### 3.4.2 Traffic Study or Traffic Operations Statement

A plan application must address the specific requirements of the County's Annual Growth Policy with regard to traffic impacts and intersection capacity. These requirements vary depending upon the proposed plan, and applicants are strongly encouraged to meet with M-NCPPC Transportation Planning review staff and consult the Local Area Transportation Review (LATR) and Policy Area Mobility Review (PAMR) guidelines prior to application submittal to determine the specific requirements for each case.

The following describes four general scenarios and submission requirements;

**Type 1. Traffic statement describing exemption from both LATR and PAMR studies.**

A development case which does not require a LATR or a PAMR study must submit a traffic statement describing the basis for the exemption, the number of peak AM and PM hour trips, policy area and required mitigation percentage.

Example of Type 1 cases are:

A site generating three or fewer peak hour vehicle trips.

A site generating fewer than 30 vehicle trips located in a Policy Area defined as “acceptable” without mitigation for PAMR.

**Type 2. Traffic study for LATR including statement regarding PAMR study exemption.**

A development case for a site which requires an LATR study but only a PAMR statement must include the PAMR statement within the LATR study. An example of a Type 2 case is a site generating 30 or more peak hour vehicle trips located in a Policy Area defined as “acceptable” without mitigation for PAMR.

**Type 3. Traffic study for PAMR including statement regarding LATR study exemption.**

A development case for a site which requires a PAMR study but only an LATR statement must include the LATR statement within the PAMR study. An example of a Type 3 case is a site generating between 3 and 30 total peak hour vehicle trips located in a Policy Area defined as “acceptable with partial mitigation” or “acceptable with full mitigation” for PAMR.

**Type 4. Traffic study for both LATR and PAMR.**

A development case for a site which requires both an LATR study and a PAMR study must include both studies in the same submittal. An example of a Type 4 case is a site generating more than 30 peak hour vehicle trips located in a Policy Area defined as “acceptable with partial mitigation” or “acceptable with full mitigation” for PAMR.

In certain situations, additional traffic analyses may be required in addition to, or instead of, the items above. A traffic circulation study may be required for proposed commercial/office developments, as well as, certain institutional, church, and private school uses that generate fewer than twenty (20) weekday peak hour trips. A queuing analysis may be required for certain existing intersections that are known to have problems, and when intersections shown on the plan do not meet minimum spacing requirements. Traffic signal warrant analyses may also be required for existing or proposed unsignalized intersections affected, or created by the application, and in some cases staff may request a plan for traffic calming measures.

3.4.2 Storm Water Management (SWM) Concept Plan

For properties that are proposed for the concurrent preliminary plan/site plan process, a SWM concept must be submitted. The SWM concept which may include either on-site and/or waiver must be filed with MCDPS (including the review fee) and a copy of the accepted concept submitted with the pre-application submission package.

3.4.3 Existing Features on Surrounding Properties

The drawing must show existing features on surrounding properties such as buildings, driveways and topography.

3.5 Identification of Waiver(s) of Zoning and/or Subdivision Standards and Requirements Necessary for the Plan to be Approved

The application form asks the applicant to identify any waivers of zoning and subdivision standards/regulations that are necessary for the plan to be approved as proposed. The applicant must submit a separate sheet, attached to the application, which specifically identifies the section number(s) for the applicable standards/regulations to be waived with justification for the request. If a waiver is requested for environmental reasons, the applicant should refer to the approved Planning Board guidelines for the Environmental Management of Development in Montgomery County, Maryland. If the waiver involves the approval of a variance of a zoning standard by the County Board of Appeals, a copy of the Board of Appeals application must be submitted with the pre-application submission.

3.6 Additional Information Regarding Legal Restrictions on the Property

The applicant must disclose any known legal restrictions on the property covered by the application that are not shown on the plan drawing by including whatever information is necessary either, on the application form, or as an attachment to the application.

**4. EXAMPLE FOR COMPLETING THE DEVELOPMENT INFORMATION GRID**

Method of Development:  Standard  Cluster  MPDU  TDR  BLT  Other \_\_\_\_\_

No. of TDRs 20 No. of BLTs \_\_\_\_\_ BLT square footage \_\_\_\_\_ (Provide separate sheet with serial numbers (example 10-6222)

	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Zoning	Overlay Zone	Acres	Development Type Code	On the Ground Built Resid'l du / Comm'l sf	Previously Approved Resid'l du/ Comm'l sf	Retained Resid'l du/ Comm'l sf	Proposed Resid'l du/ Comm'l sf	*	MPDUs	Other Affordable Housing Du	Age Rest. Housing du	Senior Housing du	
R-200		24.17	SF	1	1	1	30	44	5	0	0	0	
		23.7	TW	0	0	0	20		12	8	0	0	
C-1		5.13	RT	0	1000	500	2000		0	0	0	0	
		7.63	OF	0	0	0	2000		0	0	0	0	
PD-8		2.00	NO	0	0	0	0	16	0	0	0	0	
Total plan acres		41.30	Total Resid'l	1	1	1	50	60	17	8			
			Total Comm'l	0	1000	500	4000				0	0	
* Maximum number of dwelling units allowed by zoning ↑ (make only one entry per zone)													

Total Number of Proposed Development Lots/Parcels 51 (n)

Total Number of Proposed Outlots 3 (o) Total Number of Proposed Non-Development Parcels 4 (p)

Total Square footage of Areas Dedicated to Public Use (acres x 43560): 945,252 (q)

- a. Zoning as specified in Zoning Ordinance. List each zone once.
- b. Overlay Zone as specified in Zoning Ordinance.
- c. List acres for each development type, rounded to two decimal places.
- d. See Development Type codes below for commercial and residential types.
- e. List dwellings and/or non-residential square feet that is built on the property.
- f. List previously approved dwellings and/or non-residential square feet whether built or unbuilt.
- g. List retained non-residential in square feet, retained residential in dwelling units.
- h. The proposed non-residential square footage or residential dwelling units is the retained plus the additional square footage or dwelling units.
- i. List the maximum number of dwelling units allowed by the zoning. Each zoning type needs the maximum dwelling units calculated as part of an effort to gather information for the Affordable Housing Impact Statement.
- j. List MPDU's by development type.
- k. List the number of other affordable housing dwelling units, such as HOC, HUD, HIF, CRA, etc.
- l. List the number of dwellings that will be age-restricted.
- m. List the number of senior housing units.
- n. List the total number of lots for non-residential and/or residential uses.
- o. List the total number of proposed outlots (prohibits construction of structures).
- p. List the total number of proposed non-development parcels (open space, swm, private streets, etc.)
- q. Show square footage of area dedicated to public use.

Overlay Zones:

ARD	Arlington Road District of Bethesda CBD	RVC	Rural Village Center
BEA	Burtonsville Employment Area	SSA	Sandy Spring/Ashton Rural Village
CCC	Chevy Chase Comparison Retail	TSS	Takoma Park/E. Silver Spring Comm'l Revital.
CCN	Chevy Chase Neighborhood Retail	TGP	Town of Garrett Park
FNV	Fenton Village	UPB	Upper Paint Branch Special Protection
NRT	Neighborhood Retail	CHR	US29/Cherry Hill Road Employment Area
RSS	Ripley/South Silver Spring	WCB	Wheaton Central Business District

Development Types

<b>RESIDENTIAL</b>		OFFICE, VETERINARY	OV
DORMITORY	DM	PARKING FACILITY	PK
DUPLEX, SEMI DETACHED	DP	PLACE OF RELIGIOUS WORSHIP	HW
MULTI-FAMILY, APT/CONDO	GR	PRIVATE CLUB	PV
MULTI-FAMILY, HIGH RISE APT/CONDO	HI	PUBLIC USE SPACE	PU
PIGGYBACK	PB	RELIGIOUS/INSTITUTIONAL	RI
QUADRIPLEX	QP	RESEARCH & DEVELOPMENT	RD
ONE FAMILY, ATTACHED	TW	TRANSIT ORIENTED FACILITY	TO
ONE FAMILY, DETACHED	SF	AUTO RELATED	AU
<b>COMMERCIAL</b>		AUTOMOBILE FILLING STATION	AS
AIRPORT	AP	CHILD DAY CARE RELATED	DC
AMBULANCE SERVICE/RESCUE SQUAD	ER	COMMERCIAL, AGRICULTURAL	AC
ANIMAL HOSPITAL & BOARDING	AH	COMMERCIAL RETAIL - 1 STORE	CM
ASSISTED LIVING	AL	COMMERCIAL, NURSING HOME	NH
AUDITORIUM/STADIUM	AD	CULTURAL ENTERTAIN/RECREATION	ET
CHARITABLE/PHILANTHROPIC INST	CP	INDUSTRIAL	IN
HEALTH CLUB	HL	REGIONAL SHOPPING CENTER	SC
HOSPITAL	HP	RESTAURANT	RS
HOTEL/MOTEL	HT	RETAIL CENTER - 2+ STORES	RT
INDUSTRIAL/WAREHOUSE	ID	RETAIL ESTABLISHMENT, AUXILIARY	RA
LIVE/WORK UNITS	LW		
MINI WAREHOUSE	MW	<b>SCHOOLS</b>	
MORTUARY/FUNERAL PARLOR	FH	EDUCATIONAL INSTITUTE, PRIVATE	ED
OFFICE	OF	ELEMENTARY SCHOOL	ES
OTHER, GENERAL & PROFESSIONAL	OT	MIDDLE SCHOOL	MS
OFFICE, MEDICAL/DENTAL	OM	HIGH SCHOOL	HS
OFFICE, PROFESSIONAL/RESIDENTIAL	OP	<b>NO DEVELOPMENT TYPE PROPOSED</b>	<b>NO</b>